

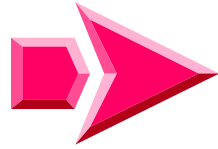


# Screener Training 101

Security/Screen Transfers



# Screeners Training 101



- Basics
- Security/Screen Transfers
- Archiving
- MCI – Master Customer Index
- Auto Transfer to CARES
- Help



# Security/ Screen Transfers

- Getting Access to the Functional Screen
- Screener Profiles and Agency Privileges
- Transferring Screens
- Agency Details

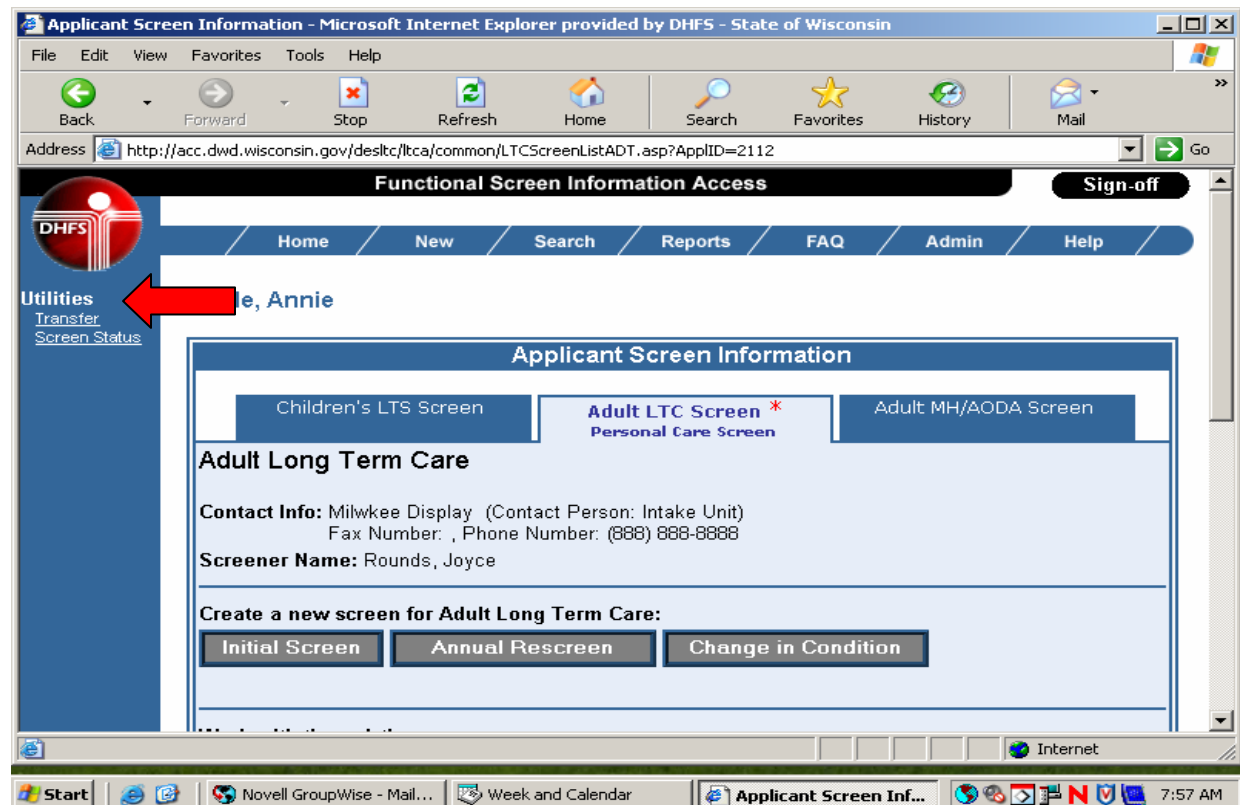


# Security and Screener Profiles

- Review document – “Obtaining Access to the Functional screen Information access Application”
- Review document – “Screener Profiles and Agency Privileges”

# Transferring Screens

- Select transfer link on applicant to be transferred.



- Select agency to transfer screen to
- Click on transfer

Applicant Transfer - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

Address <http://acc.dwd.wisconsin.gov/deslct/LTCA/Transfer/LTCAAppTransfer.asp?AppId=2112> Go

### Applicant Transfer

**Applicant Name:** Apple, Annie (SSN: 505-10-0425)

The current agencies with access to Annie's screens are as follows (entries in gray and marked with an asterisk are the agencies to which the applicant is specifically assigned):

Agency	FS Screen Category
* Milwaukee County Department on Aging - RC	Adult LTC
AAA children's agency	Adult LTC

Click here to verify the Screen Privileges:  
[Agency Details](#)

Select County to filter receiving agency dropdown (optional):  
All

To transfer Annie's functional screens, please select the screen category and the receiving agency from the choices below.:  
-Choose One- ☐ Adult LTC

**Transfer**

Done Internet

Start Novell GroupWi... Week and Cale... Applicant Tra... Document1 - Mi... 7:58 AM

- Review and verify transfer is correct
- Click on Confirm

Confirm Applicant Transfer - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

Address http://acc.dwd.wisconsin.gov/deslct/LTCA/Transfer/LTCAppTransferConfirm.asp?ApplID=2112 Go

### Confirm Applicant Transfer

**Applicant Name:** Apple, Annie (SSN: 505-10-0425)

**Receiving Agency:** Milwaukee County Department on Aging - RC

**Screen Privileges:** Children's LTS  
Family Care  
Mental Health / AODA  
Personal Care for Adult

**Screen(s) Transferred:** Adult LTC

After transfer, the agencies with access to Annie's screens will include the following (entries in gray and marked with an asterisk are the agencies to which the applicant will be specifically assigned):

Agency	FS Screen Category
* Milwaukee County Department on Aging - RC	Adult LTC
AAA children's agency	Adult LTC

Previous Confirm

Done Internet

Start 2 Novell GroupWise 32... Confirm Applicant Tr... Document1 - Microsoft ... 8:02 AM

# Agency Details

- Click on Agency Details

**Applicant Transfer**

**Applicant Name:** Apple, Annie (SSN: 505-10-0425)

The current agencies with access to Annie's screens are as follows (entries in gray and marked with an asterisk are the agencies to which the applicant is specifically assigned):

Agency	FS Screen Category
* Milwaukee County Department on Aging - RC	Adult LTC
AAA children's agency	Adult LTC

Click here to verify the Screen Privileges:  
[Agency Details](#)

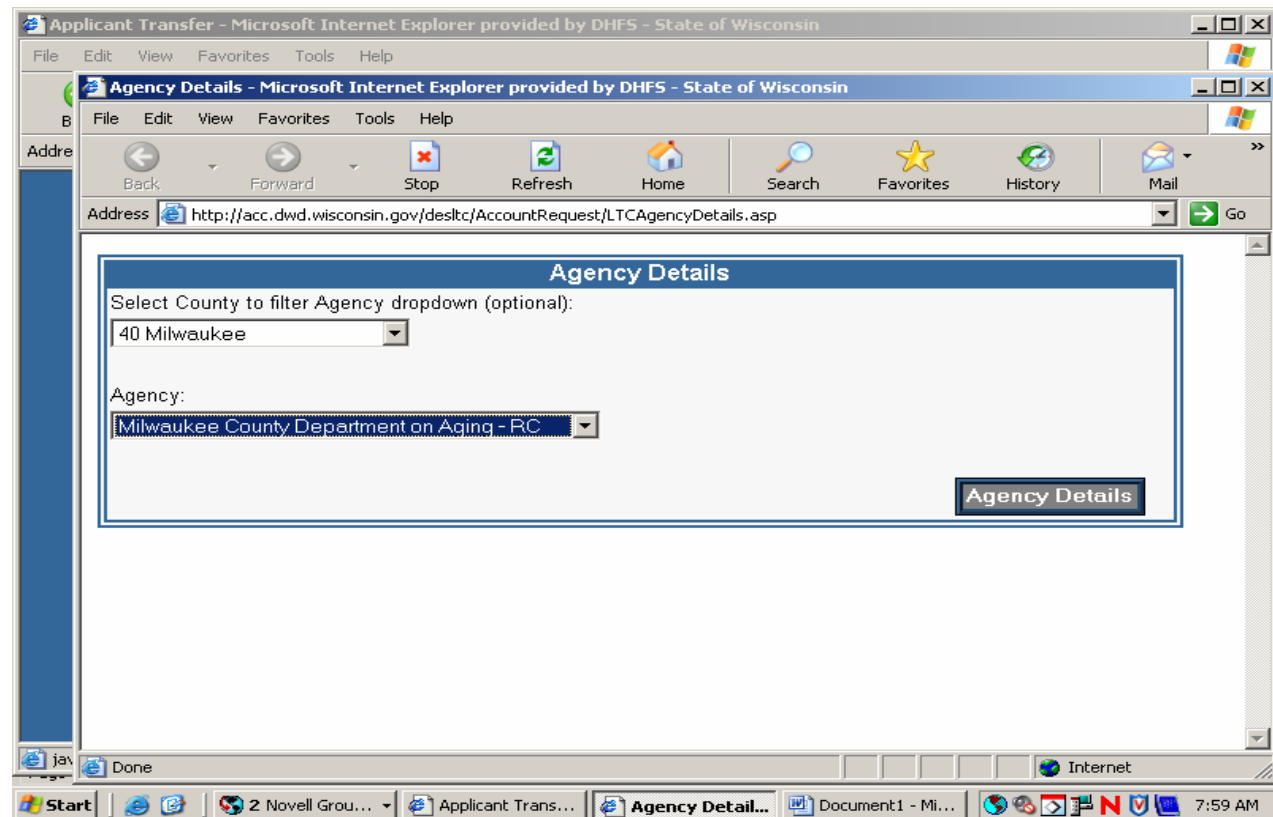
Select County to filter receiving agency dropdown (optional):  
All

To transfer Annie's functional screens, please select the screen category and the receiving agency from the choices below.:  
-Choose One- ☐ Adult LTC

**Transfer**



- Select county
- Select agency



# Results of agency details

Agency Details - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail

Address <http://acc.dwd.wisconsin.gov/deslct/AccountRequest/LTCAgencyDetails.asp> Go

### Agency Details

Select County to filter Agency dropdown (optional):

All

Agency:

- Choose One -

**The Agency you had selected:** Milwaukee County Department on Aging - RC

**Screen Privileges**

- Children's LTS
- Family Care
- Mental Health / AODA
- Personal Care for Adult

Agency Details

Done Internet



# Security / Screen Transfers

## ■ Contacts

### ☐ **SOS Help Desk**

☐ Hours: 9:00 – 11:30 AM

12:30 - 2:30 PM

(you may leave voice mail at other times  
and someone will return your call)

■ E-mail: [soshelp@dhfs.state.wi.us](mailto:soshelp@dhfs.state.wi.us)

■ Phone: (608) 266-9198

■ Fax: (608) 267-2437



# Security / Screen Transfers

- Demo